

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**CIVIL ENGINEER
WATER RESOURCES DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs technical professional assistance in operations of department and capital construction projects. Employee reports to the Water Resources Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is primarily responsible for providing technical professional assistance in water resources operations and review of capital construction projects. The employee administers current policy regarding water availability and water line extensions and prepares policy revisions and recommendations. The employee is also responsible for overseeing water maintenance operations. Work is performed with considerable independence with broad objectives established as guidelines. Work is performed according to department policies and procedures under limited supervision of the Water Resources Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

- Provides technical oversight of the daily operations of water maintenance.
- Troubleshoots operational problems adversely affecting customers; provides technical advice regarding customer complaints and inquiries.
- Interprets existing policy to current and potential customers.
- Prepares policy revisions and recommendations for appropriate committees.
- Coordinates selected special projects within the department.
- Provides technical review of design of capital projects.
- Coordinates selection process of engineering consultants and serves as department coordinator of ensuing capital project design and construction on select projects.
- Performs administrative duties and compiles data for special projects or reports, as assigned, ensuring completion by specified deadlines and in accordance with established goals and objectives.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the administrative practices and procedures relative to engineering and water maintenance systems.

Thorough knowledge of the principles and practices of civil engineering as applied to the design, construction, and maintenance of water maintenance systems and structures of similar complexity.

Considerable knowledge of the building trades field as it applies to code interpretation.

Considerable knowledge of the current literature, trends, and developments in the field of municipal public works administration.

Considerable knowledge of the occupational hazards and the proper safety precautions involved in water maintenance systems.

Ability to read and interpret construction plan, specifications, and blueprints.

Ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning.

Ability to establish and maintain effective working relationships with County officials, employees, contractors and the general public.

Ability to communicate ideas effectively orally and in writing.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Civil Engineering; and 3 to 5 years technical experience, preferably in water maintenance systems; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Possession of Professional Engineer license issued by the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability

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to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational & Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 22
Exempt